

Sample Schedule A Letter

To Whom It May Concern:

This letter serves as certification that **(name)** is an individual with a documented disability, identified by the Virginia Department of Rehabilitative policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u).

(Name of Person) also has certification of job readiness in an **(ex: office setting, food service or warehouse)** and is likely to succeed in performing the duties of the position for which he /she is seeking.

Thank you for your interest in considering this individual for employment.

You may contact me at-----.

Schedule A letter with Restriction

To Whom It May Concern:

This letter serves as certification that **(name)** is an individual with a documented disability, identified by the Virginia Department of Rehabilitative policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u).

(Name of Person) also has certification of job readiness in a **(ex. warehouse/distribution, office setting, food service, etc.)** environment and is likely to succeed in performing the duties of the position for which he /she is seeking; provided he/she is not required to **(restrictions due to disability such as: operate equipment or climb ladders).**

Thank you for your interest in considering this individual for employment.

You may contact me at-----.

The wording "likely to succeed" is stated in the new regulations issued by OPM and does not put any liability on the counselors that the consumer will succeed but simply states that the person is ready for employment.

Restrictions are mentioned when there is not accommodation for the disability and when you are asking for a change in the work environment.

The example above refers to someone with a seizure disorder and has the skills to work in a warehouse or distribution center.